

**CITY OF EL PASO
RECORDS MANAGEMENT
RECORDS DESTRUCTION FORM**

Date		Prepared by	
1. Department Name		Department Code	
2. Division			
4. Record Series Number	5. Record Series Title		6. Working Title (Note: If more than one working title use Column 15, "Comments")
7. Retention: (Specify established retention period derived from TSL Records Control Schedule)			

The records listed below are not subject to retention for audit, litigation or open records purposes. They were destroyed in the regular course of business as part of a planned records management Program adopted under provisions of the Texas Local Government Records Act, Chapter 202 and City Ordinance No. 010367.

8. RECORD DATES	9. DEPARTMENT REVIEW/APPROVAL (SIGNATURE)	10. DATE APPROVED	11. TOTAL NUMBER BOXES (C.F.)	12. DESTRUCTION METHOD	13. RECORDS MANAGEMENT REVIEW/APPROVAL (SIGNATURE)	14. DESTRUCTION DATE	15. COMMENTS